



COLUMBIA
COLLEGE

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Columbia College
STUDENT SUCCESS

APPLICATION FORM

Career and Student Success Services

Purpose

The Office of Student Success with regard to Accessibility Services seeks to provide reasonable accommodations for students with documented disabilities. All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment as it complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including the 2008 amendments.

Mission

The mission of Student Success is to assist students in their total development through providing student-centered accessibility services that accommodate and serve the intellectual, learning and physical needs of Columbia College students.

Goals as they pertain to accessibility.

- Create equal opportunities for students with disabilities to learn and participate.
- Provide educational opportunities for the Columbia College community on disability issues.
- Advocate for students.
- Serve as a campus resource for students, faculty and staff.
- Encourage all students with disabilities to self-advocate, participate in leadership opportunities and develop the total self.
- Increase the visibility and awareness of Accessibility Services and enhance the quality, effectiveness and efficiency of its operations.

Definitions

- **Disability-** Columbia College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. The presence of a disability and/or medical condition does not guarantee that your request will be approved. The degree of impairment or functional limitation must be significant enough to make the accommodation necessary.
- **Service Animal-** Under the ADA, a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. Under Title II and III of the ADA, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been individually trained to do work or perform tasks for individuals with disabilities. Service animals are already approved under the ADA and don't require an application from our office.

Career and Student Success Services

Available Accessibility Services

Services may include (but are not limited to) the following:

- Orientation to campus
- Resource information & referral
- Peer support
- Academic accommodations
- Specialized testing arrangements
- Use of assistive devices
- Digital recording devices
- Reader services
- Audio/visual books
- Faculty consultation
- Accessible housing
- Medical single housing
- Use of emotional support animals– (ESA)

**Services are based on each student's individualized needs.*

Other Available Services

- The Pearce Communication Center provides writing resources, tutoring and workshops.
- The Counseling Office provides short-term or long-term therapy for students.
- The Office of Student Success offers individual academic and social support to all students enrolled at Columbia College.
- The Center of Multicultural Affairs and Community Resources provides information that can connect students to city and statewide programs that may offer additional resources.
- The Office of Housing and Residential Life can answer all questions related to residential life at Columbia College.

Requesting a Medical Single

The Office of Student Success, Residence Life and Housing work together to accommodate students with disabilities or medical needs in the residence hall setting. A Medical Single may be requested by students with physical or psychiatric disabilities and will be reviewed on a case-by-case basis. A review of your request and the submitted medical documentation will be used to determine if your request is both reasonable and appropriate under the law.

Medical Single Accommodations can only be granted if appropriate space is available. Assignment to a specific residence hall and roommate preference cannot be guaranteed. Learning disabilities or attention deficit disorders do not warrant special housing accommodations.

Career and Student Success Services

****APPLICATION PROCESS TO RECEIVE ACCOMMODATIONS****

The purpose of the application form is to give you, **the student**, the opportunity to tell the Career and Student Success Services about your disability, the impact of the condition, the accommodations that you will need to address the impact, and what accommodations you are requesting.

To request accommodations, the following steps must be completed and approved:

- **Step 1:** Submission of the *Accessibility Services Application Form*. Information provided on the form is kept confidential.
- **Step 2:** Submission of current and comprehensive **disability documentation** provided by a qualified physician or other licensed professional in a field related to the disability or medical condition. Your physician may use the *Medical Diagnosis Documentation Form*- provided as a separate attachment along with this application. If your physician prefers to use their own form/letter, please refer to the *Guidelines for Documenting a Disability*- portion of our form so they know what information needs to be included.
- **Step 3:** (if applicable) Submission of an *Emotional Support Animal Accommodation Request*- along with this form, submission of vet records that will support the health, age and shots for the animal. This form will be available upon request from the Office of Student Success.
- **Step 4: Meet with the Director of the Office of Student Success** for an intake interview and to review documentation guidelines. *Note:* if future changes to accommodations are requested (added or omitted), additional documentation and/or another meeting may be required.

Students are encouraged to apply for reasonable accommodations 30 days prior to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of reasonable accommodations.

Approval or Denial of Accommodation Request:

Once the above steps have been successfully completed, all documents have been reviewed and student has met with the Office of Student Success Director for an interview, the Director will make the determination whether the student has met the requirements for accommodations and either approve or deny their request. During the interview, the Student Success Director and the student together may make adjustments to their accommodations as necessary.

Upon approval of accommodations, a **Letter of Accommodation** will be written and emailed to the student listing their accommodations.

The student is **required** to communicate with their instructor(s) during the first week of the semester to clarify any individualized accommodation needs or questions pertaining to the classroom environment or course requirements.

- Print or pick up Letters of Accommodation from the Office of Student Success and **present a copy to all current faculty members by the end of the first week of each semester.**
- Take the time to discuss their accommodations and their implementation. This may be an appropriate time to discuss other extenuating circumstances with instructors (such as side effects from prescribed medications, the use of assistive devices or services, specifics of testing accommodations, etc.).

Career and Student Success Services

Please note: Faculty members are not obligated to provide accommodations for a student’s disability or medical condition without receipt of a **Letter of Accommodation** from the Office of Student Success. The presentation of a Letter of Accommodation from the Office of Student Success indicates to professors that the student has provided sufficient documentation of their disability or medical condition and that the accommodation(s), which they are requesting, are appropriate and reasonable. Letters of Accommodation should be given to ALL current faculty members during the first week of the semester.

For your application to be considered, completed forms must be submitted to the **Office of Student Success**:

- By fax - 803-786-3963
- Emailed to Samelia Abney – sabney@columbiasc.edu; or Patty Boggs- pboggs@columbiasc.edu
- Dropped off at the Office of Student Success (basement of Eden’s Library- room 109A)

DEADLINES FOR SUBMITTING APPLICATIONS

Academic-Type Accommodations: no deadline- while there is no deadline for academic accommodations, they are ***not retroactive***: accommodations will begin once approved and student submits their accommodation letter to their professors.

Medical Single or Emotional Support Animal (ESA) Accommodation

Returning Students

- *Requests for the Fall semester – March 1st*
- *Requests for the Spring semester – October 1st*

Incoming 1st Year and Transfer Students

- *April 1st for Fall semester*
- *October 15th for Spring semester*

Assistant Director of Career & Student Success Services

Samelia K. Abney
Accessibility Services & Accommodations Manager
Eden’s Library – Rm. 109A
sabney@columbiasc.edu
p. 803.786.3713 | f. 803.786.3963



Career and Student Success Services

Request for Accommodations

ACCESSIBILITY SERVICES APPLICATION

Part I. Type(s) of Accommodation(s) Requested: (check all that apply)

- Academic Medical Single Housing
 Emotional Support Animal* Other: _____

(*Additional Forms Required- for *Emotional Support Animal Accommodation Request*)

Part II. Student Personal Information

Full Name _____ Student ID _____

Home (____) _____ - _____ Cell (____) _____ - _____

Age _____ Date of Birth _____

Local Address: _____
(Street) (City) (State) (Zip)

Permanent Address: _____
(Street) (City) (State) (Zip)

Referred by _____

Are you registered with *Vocational Rehabilitation Services*? Yes No

Part III. Academic Information

Date of Initial Enrollment _____ Classification _____
(First Year / Sophomore / Junior / Senior)

Major _____ Minor _____

Check your Status: Residential Commuter Online Evening

Career and Student Success Services

Part IV. Accommodation History

List accommodations and/or services used in high school or any other college/university you have attended:

Part V. Emotional Support Animal (ESA) (if applicable)

- No, I am not requesting an ESA as part of my accommodations. (*If no, skip to **Part VI.***)
- Yes, I am requesting to bring my ESA on campus as part of my accommodations. Further, I understand that I am also required to submit the *Emotional Support Animal Accommodation Request* form by the given dates (page 5 of this document) before the animal can be approved and brought on campus.

Type of animal: Dog Cat Rabbit Bearded Dragon Other: _____

Age of Animal: _____ Color(s): _____

Name of Animal: _____

Breed of dog or cat (if selected): _____

- I am submitting additional documentation to verify vaccinations and overall health of the animal. (If dog or cat)

Part VI. Acknowledgement

My signature below indicates that I have read and agree to the conditions outlined in this application for Columbia College Accessibility Services eligibility and certify that the information provided on these forms is accurate.

I also understand that Columbia College's Office of Student Success is not obligated to provide accommodations for my disability or medical condition without receipt of all the required medical documentation.

Student's Signature

Date

